

### Church Policy on First Aid

#### Part One: First Aid Policy Statement of Intent

1. The Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of those who use the church premises. This responsibility includes ensuring the appropriate provision of first aid on the Church premises and in the conduct of its business.
2. As such, the Church shall establish and maintain sufficient first aid provision for its activities at all times.
3. The Church shall consult, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this policy;
4. The Church shall ensure that adequate funds and resources are made available for carrying out this policy.
5. The Church recognises the guidance provided by the Health & Safety Executive in regards to the provision of First Aid at Work for Employees as the only available official guidance on matters of First Aid provision within organisations.

However, the Church also recognises the limitations of this guidance in its applicability to a church environment such as ours, given the significant amount of work undertaken by volunteers, and while we do not have a legal duty of care in these matters to those using services within the Church, we believe that we do have such a duty of care grounded within our Christian faith and ethos. As such:

- 5.1 The Church shall in all matters of First Aid provision consider unpaid workers as equivalent in our duty of care to paid employees, and apply the HSE guidance as such
- 5.2 The Church shall in all matters of First Aid provision consider service users present on the Church premises or within its Operations as equivalent in our duty of care to paid employees, and apply the HSE guidance as such.
6. The Church seeks to be a safe place and environment for all who use its services, as it seeks to fulfil its core mission and objectives effectively. As such, this policy seeks to enable the Church's teams to react, and act, flexibly and speedily, to deliver engaging and meaningful services to the community, while establishing safety provisions that ensure that we remain a safe place for all.

## Part Two: Responsibilities for First Aid

7. Overall responsibility for First Aid within the premises and the operation of the business of Gorse Hill Baptist Church lies with the Deacons/ Trustees.
8. The Church shall appoint a suitable and competent person to oversee the day to day implementation of this policy in support of the Trustees discharging of their responsibility in (7) as First Aid co-ordinator

**At present, the First Aid Co-ordinator is Jonathan Murphy ACIEH**

9. All employees, leaders, helpers and volunteers will;
  - 9.1 Cooperate as far as is necessary with the Church in its efforts to meet its responsibilities under this policy and all relevant legislation
  - 9.2 Ensure that they shall not intentionally or recklessly neither interfere with nor misuse any item of First Aid equipment provided
  - 9.3 Fully co-operate with instructions given in relation to First Aid by the Church's appointed & trained First Aiders.
  - 9.4 Report to the Church's First Aid Co-ordinator and Health, Safety, & Environmental Health Officer (HSEHO), using the established channels, all accidents, incidents and near misses, and all damaged or defective first aid equipment as soon as is reasonably practicable

## Part Three: Arrangements for First Aid

10. All Church activities shall be classified in accordance with the terms "Low Risk" and "Medium Risk", and shall maintain at all times the according levels of first aid provision as per these classifications and the provisions below.
  - 10.1 The Terms in (10) relate to the definitions found in HSE guidance on the provision of First Aid in the workplace.
  - 10.2 Where Church Activities are in line with the definition of "Low Risk" as found in that guidance, they shall be deemed "Low Risk"
  - 10.3 Where Church Activities have the potential for greater risk, but do not meet the definition found in the HSE guidance of "Higher Risk", they shall be deemed "Medium Risk"
  - 10.4 The Church shall not engage in activities deemed to be "Higher Risk" in the HSE guidance on First Aid in the Workplace (such as light engineering, food processing) without the explicit permission of the Trustees and a review of this policy
11. A record of the above rating shall be maintained by the First Aid Co-ordinator in an addendum to this policy. Where reasonable doubt arises as to the rating of an activity, a Full First Aid Risk Assessment shall be conducted by the Team Leader in conjunction with the HSEHO.

At present, the Church's HSEHO is Jonathan Murphy ACIEH

12. Such Ratings and First Aid Risk Assessments shall consider all hazards posed by an activity, including, but not limited to; the nature of activities undertaken; the use of substances harmful to health; the age, health and number of participants; the time the activity takes place and the availability of emergency services and the First Aid equipment and resources present at the location of the activity.

At present, the Church Premises, and the majority of its operations, are sited within 10-15 minutes of Great Western Hospital (24hr A&E available) and the local Ambulance Station.

- 12.1 All Children's and Youth Work shall automatically be classed as "Medium Risk" unless the results of a full First Aid Risk Assessment deem a ministry to be "Low Risk"
- 12.2 All Families Work shall, however, be classed as "Low Risk" due to Children having the direct supervision of a parent or guardian
- 12.3 All Activity with a significant proportion of vulnerable workers or service users shall automatically be classed as "Medium Risk" unless the results of a full First aid Risk Assessment deem a ministry to be "Low Risk"
- 12.3.1 This refers to any activity where 2/3 or more of volunteers or service users are "clinically vulnerable" i.e. Over 65, pregnant, or have other known underlying health needs (such as asthma, diabetes, other chronic issues)
- 12.3.2 This refers to any activity where 1/3 or more of volunteers or service users are "clinically extremely vulnerable" i.e. over 75, or have underlying complex health needs such as multiple overlapping syndromes or conditions.

13. All such ratings shall be reviewed every year, upon the incidence of an accident or near miss that involves or could have involved numerous casualties, a change in governing regulation, a significant change in the nature or timing of the activities involved or a significant change in the age and health of participants.

14. The Church shall maintain the following levels of First Aid provision:

No. of Workers & Service users	Low Risk Activities	Medium Risk Activities
Less than 5	1x First Aid Appointed Person	1x First Aid Appointed Person
5-25	1x First Aid Appointed Person	x1 Qualified First Aider
25-50	x1 Qualified First Aider	x2 Qualified First Aider
50-100	x1 Qualified First Aider	x3 Qualified First Aider
Every Subsequent 100 (or part thereof)	x1 Additional Qualified First Aider	x1 Additional Qualified First Aider

The above shall apply to directly managed activities only and not to activities undertaken by a hall hirer.

15. The Church recognises 2 roles within the provision of first aid:

- 15.1 A First Aid Appointed Person, who will not require formal first aid qualifications, but who will be responsible for summoning the Emergency Services if required. This will usually be an activity team leader
- 15.2 A Qualified First Aider, who will hold either a Level 3, 3 day First Aid at Work Qualification, or a Level 3, 2 day Paediatric First Aid Qualification
- 15.3 Given the profile of risks within the Church Operation, the Church feels that there is a limited use for Emergency First Aid at Work Qualification, and will not undertake to provide this training, in favour of providing the above Qualifications instead
16. The Church shall establish & maintain suitable procedures for the handling of an incident resulting in casualties. These procedures shall be maintained within the Church's Business Continuity Plan/ Major Risk Assessment, and form part of the training for all persons exercising a position of responsibility within the life of the Church.

Responsibility for the Business Continuity Plan/ Major Risk Assessment lies with:  
**The Administration Team Leader**

Responsibility for ensuring all responsible persons are trained on the contents of the Business Continuity Plan/ Major Risk Assessment lies with:  
**The Administration Team Leader**

17. All Accidents, Incidents or Near Misses that result in, or that could have resulted in, casualties, shall be recorded in detail in the proscribed format and filed within the GHBC Compliance Diary. Responsibility for this record keeping lies with:

**The Activity Team Leader or Senior Person on Duty**

18. All such Accident, Incident or Near Miss records shall be reviewed weekly to identify any new or previously unknown hazards, and establish control measures for them. Responsibility for this process lies with:

**The Health, Safety & Environmental Health Officer (HSEHO)**

19. The Church shall provide and maintain appropriate and sufficient First Aid equipment and training in the use of such equipment to appropriate persons. All First Aid Kits & Equipment shall be compliant with British Standard BS8599-1. Responsibility for providing and maintaining First Aid Equipment, including weekly checks and restocking lies with:

**The First Aid Co-ordinator**

20. Such First Aid Equipment shall be placed in appropriate positions with regard given to the safety of its location, conspicuous positioning and proximity to the area in which it would most likely be needed.

**The Current Location of the First Aid Equipment, clearly marked is: (1) Main Office under reception desk, (2) Main Kitchen and (3) Upstairs Kitchenette**

21. All visitors to the main site that are left unsupervised (e.g. contractors) shall be made aware upon arrival of the current provision for First Aid within the premises. Responsibility for Contractors lies with:

**The Facilities Team Leader, at present Peter Morris**

22. Should any person within the life of the church become aware of a regular user of Church facilities and services who may need additional First Aid provision due to underlying health conditions, they shall make this known to the relevant activity leaders and the First Aid Co-ordinator, who shall update the activity's Risk Assessments as appropriate and ensure all relevant volunteers are updated.
23. All relevant medical information gathered about activity participants should be stored securely but made available to First Aiders on duty (if the need for such is identified in the Activity Risk Assessment). Medical Information gathered in relation to regular attendees should be considered when conducting Risk Assessments.
24. The First Aid Co-ordinator shall maintain 3 addendums to this policy at all times:
  - 24.1 Addendum One: List of current First Aiders with in-date Qualification
  - 24.2 Addendum Two: Record of the current requirements of BS8599-1 on First Aid Kits Contents
  - 24.3 Addendum Three: Record of each activity within the Life of the Church, its Current Team Leader/ Responsible Person, and Current Risk Classification

This Policy should be reviewed annually or where required by significant changes to Church practices or circumstances by the First Aid Co-ordinator

This policy was adopted by a resolution of the Gorse Hill Baptist Church Diaconate at a Meeting held on **Thursday 10<sup>th</sup> February 2022**.